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ABSTRACT

This is a series of achievement tests designed to accommodate the varying abilities of students enrolled in typewriting courses in school. The series consists of five levels of tests with alternate forms for each level. Each level is designed to cover ten weeks of classroom instruction and students are not required tc take the tests at the same time; student readiness should be determined by the teacher. It is assumed that success on this level will be completion of the test with sixty-five percent accuracy. The test should indicate areas of deficiency and can serve as a guide fcr remediation. Behavioral objectives, definitions of terms, ratings procedures, test directions (and marking scales) are included for each level in this document. (Author/BB)

ED 088939

TM 003 500

TYPEWRITING COMPETENCY TESTS

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LEVELS I - V

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Bureau of Business Education
Albany, New York 12210

ED 088939

TYPEWRITING COMPETENCY TESTS

SEPTEMBER 1973

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Bureau of Business Education
Albany, New York

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of the University (*with years when terms expire*)

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Director, Division of Occupational Education Instruction
Robert H. Bielefeld

Chief, Bureau of Business Education
Hobart H. Conover

Foreword

This series of achievement tests is designed to accommodate the widely varying abilities of students enrolled in typewriting courses in our schools.

The series consists of five levels of tests with alternate forms for each level. Each level is designed to cover about 10 weeks of classroom instruction. It is emphasized that not all students will be expected to take the tests at the same time; student readiness should be determined by the teacher.

The bureau wishes to express appreciation to each of the classroom teachers that assisted with the development of the items and to the staff of the Bureau of Elementary and Secondary Educational Testing for their technical review.

Hobart H. Conover, Chief
Bureau of Business Education

Robert H. Bielefeld, Director
Division of Occupational
Educational Instruction

LEVEL I

TYPEWRITING COMPETENCY TEST

TEACHER COPY

LEVEL I
TYPEWRITING COMPETENCY TEST

To the Teacher:

The pages which follow contain general information, behavioral objectives, and grading procedures for Level I of the new competency examinations in typewriting.

These tests represent a revised version of similar examinations which were piloted in several schools across the State during the 1971-72 school year, and on a broader base during the 1972-73 school year.

This series will not have the high degree of security that Regents examinations have; we are relying on the integrity of participating teachers to preserve the validity of the tests.

General:

In an attempt to accommodate the widely varying abilities of students enrolled in typewriting courses in our schools, the Bureau of Business Education has prepared a series of achievement tests designed to be administered periodically as warranted by student progress.

While the complete set consists of five levels of tests, the average student will not be expected to progress beyond Level IV during the first year of typewriting instruction, and successful completion of Levels I, II, and III should be considered satisfaction of the one-year typewriting course. One unit of Regents credit may be granted upon the successful completion of Levels I, II, and III.

It is anticipated that the average student will be able to achieve success on Level I after about the tenth week of instruction or after the keyboard has been thoroughly presented and students have had an opportunity to develop some confidence in operating the typewriter by the touch system.

It is assumed that success on this Level will be completion of the test with 65% accuracy. The test should indicate areas of deficiency and can serve as a guide for remediation for those students who are not successful.

Students who fail to achieve success will be given an opportunity to try an alternate form of the test after remedial work, probably 4 weeks after the first try.

Behavioral Objectives:

1. Given 2 two-minute straight copy timed writings, syllabic intensity not to exceed 1.45 and stroke intensity of between 5.0 and 6.0

2. Given an exercise involving vertical and horizontal centering of approximately 10 lines and 30 words to be typed on a full sheet of 8½" x 11" typewriting paper

3. Given 10 sentences to be typed once, involving the special signs, symbols, characters and numbers on the keyboard

   the student shall demonstrate keyboard and machine knowledge and touch operation of the keyboard with at least 65 percent accuracy. Students shall be given 40 minutes to complete exercises 2 and 3. The two timed writings may be given at a time convenient for the teacher.

Definition of Terms

Touch Operation of the Keyboard shall include operation of the typewriter with

- eyes on copy
- correct stroking
- proper fingering
- acceptable typewriting posture

Keyboard and Machine Knowledge shall include student familiarity with the standard or electric typewriter as it relates to the

- alphabetic keys
- number keys
- special signs, symbols, and characters
- operating mechanisms
  - carriage return
  - space bar
  - tabulator key or bar
  - margin sets
  - margin release
  - linespace mechanism
  - paper bail
  - paper release
  - backspace key
- marks of punctuation and spacing used with punctuation
- rules for word division according to syllable

Rating Procedures:

1. Straight Copy (Timed Writing)
   Weight: 20 pts. Use the better of the two timed writings. Use attached grading scale.

2. Centering Exercise
   Weight: 40 pts.
   1. -1 for each typographical error up to a maximum of 15 points.

   2. -2 for each line which is improperly centered horizontally. (more than 2 character spaces off center)

   3. -5 for improper vertical placement. (a difference of more than 4 line spaces between top and bottom margins)

3. Sentences, including special characters
   Weight: 40 pts.
   -1 for each error.

Paper Allowance:

There is no limit to the number of sheets of paper to be allowed, but students should be warned that too many false starts may result in their not having time to finish.

MARKING SCALE FOR 2-MINUTE TIMED WRITING

(LEVEL I)

WORDS PER MINUTE	CREDIT										ERRORS
	20	18	16	14	12	10	8	6	4	2	
24	3	4	5	6	7	8	9	10	11	12	
22	2	3	4	5	6	7	8	9	10	11	
20	1	2	3	4	5	6	7	8	9	10	
18	0	1	2	3	4	5	6	7	8	9	
16		0	1	2	3	4	5	6	7	8	
14			0	1	2	3	4	5	6	7	
12				0	1	2	3	4	5	6	
10					0	1	2	3	4	5	

LESS THAN 10 WPM -- NO CREDIT

LEVEL I

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM A

LEVEL I

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your knowledge of the typewriter keyboard and your ability to type using proper typewriting techniques and the touch system.

In this test you will be asked to

- type 2 two-minute timed writings from straight copy
- center an exercise vertically and horizontally on a full sheet of typewriting paper
- type 10 sentences which include some of the special signs, symbols, and numbers on the typewriter keyboard

You will have 40 minutes to complete exercises 2 & 3. The two timed writings will be given at some other time.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO!

1. Directions:
   1 Use a 50-space writing line.
   2 Set tabular stop for 5-space indentation.
   3 Double space.
   4 Begin typing about one inch from top of paper.
   5 Type line for line. (20)

''''1''''2''''3''''4''''5''''6''''7''''8''''9''''10

Most people enjoy walking. They also welcome 9
the opportunity to see new things and new places. 19
A carefully planned walk makes it relatively easy 29
to do both with a rather pleasant mixture. If a 38
long walk in the city is planned, with a street 47
map of the area as a guide, the walk can be en- 56
lightening and great fun. 61

Choose a weekday when there is no school but 70
when business is going on as usual. Plan your 79
walk with a few friends so you can share one an- 89
other's experiences. A good group size is six. 98
Such a group is large enough so that each person 107
may be assigned to pay special attention to cer- 117
tain places of particular interest along the way. 127

One walker should be designated as the guide. 136
He should carry the street map on which the land- 146
marks have been noted. At the midpoint of the 155
walk should be a park or public building where all 165
may rest before making the return trip. Each per- 175
son should be responsible for his snack, camera, 184
and other personal possessions. A pad and pencil 194
will also be needed to make notations. 201

''''1''''2''''3''''4''''5''''6''''7''''8''''9''''10

2. DIRECTIONS:

1. Use a full sheet of typewriting paper.
2. Center the entire exercise vertically.
3. Center each line horizontally.
4. Single space each section.
5. Leave two blank lines between sections. (40)

WASHINGTON HIGH SCHOOL

SCENIC WALKS

Open to All Students

Each Saturday
September through January
Weather Permitting

PLEASE CONTACT
Mr. Lloyd J. Brackson, Advisor
Future Business Leaders of America
Room 607

3. DIRECTIONS:

    1. Set your margins for a 70-space line.
    2. Start the exercise about three inches from the top of the page.
    3. Number and type each sentence once.
    4. Use double spacing. (40)

1. Our trip will begin sharply at 9:30 a.m.
2. Be sure to wear comfortable shoes (preferably not sneakers).
3. Please do not let your pets follow you.
4. Bring along $1 for incidental expenses.
5. Try to save 10% of your money for a second tour.
6. We will be passing 15 twenty-story buildings.
7. Office of James & Company will be visited on the way home.
8. We should stop for lunch at about 2 o'clock.
9. Try to read "Walks in the Park" before the day of the tour.
10. Can you have someone meet you at the end of the tour?

3. DIRECTIONS:

    1. Set your margins for a 70-space line.
    2. Start the exercise about three inches from the top of the page.
    3. Number and type each sentence once.
    4. Use double spacing. (40)

1. Our trip will begin sharply at 9:30 a.m.
2. Be sure to wear comfortable shoes (preferably not sneakers).
3. Please do not let your pets follow you.
4. Bring along $1 for incidental expenses.
5. Try to save 10% of your money for a second tour.
6. We will be passing 15 twenty-story buildings.
7. Office of James & Company will be visited on the way home.
8. We should stop for lunch at about 2 o'clock.
9. Try to read "Walks in the Park" before the day of the tour.
10. Can you have someone meet you at the end of the tour?

LEVEL I

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM B

LEVEL I

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your knowledge of the typewriter keyboard and your ability to type using proper typewriting techniques and the touch system.

In this test you will be asked to

- type 2 two-minute timed writings from straight copy
- center an exercise vertically and horizontally on a full sheet of typewriting paper
- type 10 sentences which include some of the special signs, symbols, and numbers on the typewriter keyboard

You will have 40 minutes to complete exercises 2 & 3. The two timed writings will be given at some other time.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO!

1. Directions:
   1 Use a 50-space writing line.
   2 Set tabular stop for 5-space indentation.
   3 Double space.
   4 Type line for line. (20)

'''' 1 '''' 2 '''' 3 '''' 4 '''' 5 '''' 6 '''' 7 '''' 8 '''' 9 '''' 10

In a recent poll, many students voted skiing 9
their favorite sport. It is popular because it 18
may be enjoyed either on water or snow, and it 27
provides fun for all. 31

This sport is not confined to one season in 39
New York State. Water skiing can be enjoyed in 48
the summer and early fall, while snow skiing spans 58
the months of late fall through early spring. Al- 68
though the Finger Lakes and mountains of the State 78
are considered to be a skier's paradise, the sport 88
can be enjoyed in almost any locale. 95

Skiing is a strenuous and often dangerous 103
sport; therefore, safety precautions should be ob- 113
served at all times. Before you can become an 122
advanced skier, you must acquire a great amount of 132
skill and dexterity. With practice, your leg and 142
arm muscles will become much stronger, and your 151
ability to balance yourself will gradually improve. 161

'''' 1 '''' 2 '''' 3 '''' 4 '''' 5 '''' 6 '''' 7 '''' 8 '''' 9 '''' 10

2. DIRECTIONS:

1. Use a full sheet of typewriting paper.
2. Center the entire exercise vertically.
3. Center each line horizontally
4. Single space each section.
5. Leave two blank lines between sections. (40)

On Your Way to the Top?

Ride the
Bear Skin Mountain
GONDOLA TRAMWAY

See the
Spectacular View of
LITTLE BEAR LAKE

10-Minute Trip
7,000 Ft. to the
Summit

3. DIRECTIONS:

    1. Set your margins for a 70-space line.
    2. Start the exercise about three inches from the top of the page.
    3. Number and type each sentence once.
    4. Use double spacing. (40)

1. The class will begin at 3:30 p.m.
2. The phone number is (607) 293-5821.
3. Food and lodging are included for $12 a day.
4. Turn this coupon in and save 10% on your weekly rate.
5. Rent your own "Mountain Chalet" while you are here.
6. Can you be ready for the first tour?
7. Send for folder #18 and the free trail map.
8. The Maxine & Marie is the most modern shop in town.
9. It is often below zero at Big Bear.
10. The trip is only 8½ hours from home.

LEVEL I

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM C

LEVEL I

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your knowledge of the typewriter keyboard and your ability to type using proper typewriting techniques and the touch system.

In this test you will be asked to

- type 2 two-minute timed writings from straight copy
- center an exercise vertically and horizontally on a full sheet of typewriting paper
- type 10 sentences which include some of the special signs, symbols, and numbers on the typewriter keyboard

You will have 40 minutes to complete exercises 2 & 3. The two timed writings will be given at some other time.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO!

1. Directions:
   1 Use a 50-space writing line.
   2 Set tabular stop for 5-space indentation.
   3 Double space.
   4 Type line for line. (20)

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10

As much as one may criticize or find fault 8
with doing homework, it must be admitted that 17
from doing so comes learning of the subject being 27
studied. With the knowledge of the subject being 37
studied come enjoyment and the desire to know more. 47
By and by, one begins to get a fairly good idea of 57
the type of subject one enjoys more than others. 66
Next comes the fixation of interest in an area for 76
future study leading to a career. 82

Because all people must work to earn a liv- 90
ing--quickly defined as food, shelter, clothing, 99
and recreation--the enjoyment of employment is im- 109
portant. As long as one must work for a living, 118
he might as well work in that field in which he 127
will be happiest lest the job become a bore. As a 137
rule, those who bring zest to their work and like 147
to improve their skills are the ones who advance 156
in their chosen fields. 160

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10

2. DIRECTIONS:

1. Use a full sheet of typewriting paper.
2. Center entire exercise vertically.
3. Center each line horizontally.
4. Single space each section.
5. Leave two blank lines between sections. (40)

YOU AND YOUR FUTURE

Career Clinic
for
Senior High School Students

Dr. Ralph Caines, Director

Tuesday 8:15 P. M.
Maple Hill High School
Auditorium

Sponsored by
MAPLE HILL ROTARY CLUB

3. DIRECTIONS:

    1. Set your margins for a 70-space line.
    2. Start the exercise about 3" from the top of the page.
    3. Use double spacing. (40)

1. Did you sign the career sheet in your homeroom?
2. There are twenty-two areas from which to choose.
3. Don't plan to attend more than two clinics.
4. Please have your questions written out for the speaker.
5. The question period will take 1/3 of the time.
6. The rooms reserved are: Sections A, B, and C.
7. The "Current Happenings" column will list some of the speakers.
8. If you have a question, contact Mr. Jones, extension #9.
9. The refreshments will be furnished by L & J Company.
10. Total cost should not exceed $2.50.

LEVEL II

TYPEWRITING COMPETENCY TEST

TEACHER COPY

General:

It is anticipated that the average student should be ready for Level II of the experimental series of Typewriting Competency Tests after about 20 weeks of instruction or when he has mastered the basic techniques of simple letter arrangement, simple tabulation problems, and typing short manuscripts containing proofreader's notations.

Behavioral Objectives:

I Given two 3-minute timed writings

II Given an unarranged business letter of 110-125 words

III Given a handwritten tabulation problem consisting of

1. A one-line major heading
2. Three columns with headings, each heading being smaller than the column
3. Body of not more than 5 lines of words and figures

IV Given a rough draft of 175-200 words with proofreader's notations and one footnote

the student shall type the letter, including a carbon copy and an envelope, and the other two exercises with at least 65% accuracy within a time period of not more than 80 minutes.

Rating Procedures:

1. Timed Writing (Use the better of the two timed writings.)
   20 pts.
   Use following chart

MARKING SCALE FOR 3-MINUTE TIMED WRITING

(LEVEL II)

		CREDIT										
		20	18	16	14	12	10	8	6	4	2	
	30	3	4	5	6	7	8	9	10	11	12	
	28	2	3	4	5	6	7	8	9	10	11	
	26	1	2	3	4	5	6	7	8	9	10	
WORDS PER MINUTE	24	0	1	2	3	4	5	6	7	8	9	ERRORS
	22		0	1	2	3	4	5	6	7	8	
	20			0	1	2	3	4	5	6	7	
	18				0	1	2	3	4	5	6	
	16					0	1	2	3	4	5	
	14						0	1	2	3	4	
	12							0	1	2	3	
	10								0	1	2	

LESS THAN 10 WPM -- NO CREDIT

Rating Procedures (Continued):

2. Business Letter
   25 pts. (Letter 20; envelope 3; carbon copy 2.)
   Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

3. Tabulation
   25 pts.
   Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

4. Rough Draft
   30 pts.
   -2 for each improper handling of proofreader's notations.
   Other errors: Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

LEVEL II

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM A

LEVEL II

Typewriting Competency Test

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 3-minute timed writings from straight copy.
- set up a business letter in appropriate form together with a carbon copy and an envelope.
- arrange and type a tabulation problem in attractive form.
- type a corrected copy of material containing proofreader's notations.

You will have 80 minutes to complete the test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO!

1. Directions

1 Use a 60-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space.
4 Type line for line. (20)

'''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11'''12

Most people enjoy walking. They also welcome the op- 11
portunity to see new things and new places. A carefully 22
planned walk makes it relatively easy to do with a rather 33
pleasant mixture. If a long walk in the city is planned, 44
with a street map of the area as a guide, the walk can be 55
enlightening and great fun. 61

Choose a weekday when there is no school but when busi- 72
ness is going on as usual. Plan your walk with a few 83
friends so you can share one another's experiences. A good 95
group size is six. Such a group is large enough so that 106
each person may be assigned to pay special attention to cer- 118
tain places of particular interest along the way. 128

One walker should be designated as the guide. He 138
should carry the street map on which the landmarks have been 150
noted. At the midpoint of the walk should be a park or pub- 162
lic building where all may rest before making the return 173
trip. Each person should be responsible for his snack, cam- 185
era, and other personal possessions. A pad and pencil will 197
also be needed to make notations. 204

'''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11'''12

2. DIRECTIONS: Assume that you are a typist employed by Mr. Lloyd J. Brackson; use today's date; supply all necessary details; type this letter with one carbon copy and prepare an envelope. (25)

Mr. Eugene Armstrong, Glenn Planetarium, 800 Apollo Way, New York, NY 10001 Dear Mr. Armstrong: Thank you for the pamphlets you sent describing the programs that will be produced at the Planetarium this January. Our club would like to attend your "Trip to the Moon" show at 11:00 a.m. on January 29. If you would send us some literature describing the details involved in such a trip, we can review the information before we attend the performance. We are enclosing a check for $5.25 to cover the cost of seven tickets at 75¢ each. Please reserve seats for us along the back wall. Yours very truly, Lloyd J. Brackson, FBLA Adviser.

3. DIRECTIONS: In attractive tabular form, arrange and type the following material on a full-size sheet of paper. (25)

SCENIC WALKING TOURS

Date	Time	Place
September 15	11:15	Murray Hill
October 2	10:00	Bronx Zoo
November 17	1:45	Lewis Arena
December 13	2:00	Hall of Fame
January 29	10:00	Glenn Planetarium

4. DIRECTIONS: In attractive form, type the following material on a full-sized sheet of paper. Make all the corrections indicated. (30)

VISIT TO GLENN PLANETARIUM → Center

triple space

Plans are now complete for our walking tour to Glenn Planetarium. We will gather in the rotunda at 10:30 a.m. on Saturday, January 29.

Each member will be responsible for his personal gear which probably should include the following items: lunch, camera, brochure describing the facilities*, and a small amount of spending money.

A permission slip, signed by your parent or guardian, is a "must"; it is emphasized that no member lacking this item will be allowed to join us on the tour.

You are reminded once again that this tour, like all previous ones, is an official function of Washington High School. Your behavior will reflect on the school as a whole. While the purpose of this tour is to afford you a day of fun and relaxation, we cannot stress too strongly that you are expected to act like ladies and gentlemen.

Dress comfortably but warmly and be sure to wear sensible shoes.

Please report promptly!

---

*You should pick up your copy in Mr. Shumway's office before Friday.

LEVEL II

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM B

LEVEL II

Typewriting Competency Test

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 3-minute timed writings from straight copy.
- set up a business letter in appropriate form together with a carbon copy and an envelope.
- arrange and type a tabulation problem in attractive form.
- type a corrected copy of material containing proofreader's notations.

You will have 80 minutes to complete the test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO!

2. Directions
1 Use a 60-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space.
4 Begin typing about one inch from top of paper.
5 Type line for line. (20)

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12

In a recent poll, many students voted skiing their favorite sport. It is popular because it may be enjoyed either on water or snow, and it provides fun for all.

This sport is not confined to one season in New York State. Water skiing can be enjoyed in the summer and early fall, while snow skiing spans the months of late fall through early spring. Although the Finger Lakes and mountains of the State are considered to be a skier's paradise, the sport can be enjoyed in almost any locale.

Skiing is a strenuous and often dangerous sport; therefore, safety precautions should be observed at all times. Before you can become an advanced skier, you must acquire a great amount of skill and dexterity. With practice, your leg and arm muscles will become much stronger, and your ability to balance yourself will gradually improve.

Skiers like to talk about their experiences. The beginner often speaks of the many bumps and bruises he has received. He has numerous examples he can cite about how he ran into a tree because he could not turn when the trail did, or how a sudden wave appeared and threw him off balance. The skilled skier will talk at great length about his feeling of delight while he was traveling at high speeds down a steep mountain slope or skimming across the cool green of a fresh-water lake.

2. DIRECTIONS: Assume that you are a typist to Mr. Niles Fergot; use today's date; supply all necessary details; type this letter with one carbon copy and prepare an envelope. (25)

Mr. Kurt Carlson, 197 Yorktown Road, Ridgemont, NY 14519

Dear Mr. Carlson: Three special holiday plans designed to please any skier are now being featured at Bear Skin Mountain. Each plan includes unlimited use of all lifts. In plans one and two, beginners are entitled to a free one-hour lesson each day. Plan three includes the use of metal skis, buckle boots, and poles. Arrangements may be made at the Lodge for additional skiing instructions. The information you requested on the lifts and trails is enclosed. Please write or phone us for reservations. Cordially yours, Niles Fergot, Manager

3. DIRECTIONS: In attractive tabular form, arrange and type the following material on a full-size sheet of paper. (25)

LIFTS, SLOPES, AND TRAILS

Name	Classification	Feet
Bear Skin Mountain	Expert Trail	7,000
Devil's Basin	Novice Slope	675
Sheephead Corners	Intermediate Trail	9,600
Bubier Butte	Beginner Slope	500
Canyon Pass	Expert Run	10,000

4. DIRECTIONS: In attractive form, type the following material on a full-sized sheet of paper. Make all corrections indicated. (30)

SKIING AT BEAR SKIN → Center

~~If you have been~~ Are you looking forward to the winter season with the idea of learning to ski? If so, let us help you take the first steps.

¶ We recommend that exercises and training begin before the season opens. This gets your body in condition for the special demands of the sport.

If you plan to buy equipment before you come to Bear Skin, we suggest you read our free booklet on this subject.* Size is a very important factor in selecting equipment. Most people have skis that measure one foot over their head. Poles should come about half way between the waist and shoulders, and your clothes should allow for full leg and arm action.

close up/

You will be years ahead by taking instructions from experts at the very beginning if are you serious about learning to ski. /tr

Bear Skin Mountain employs excellent instructors and has graduated slopes to challenge you at every level. Contact us today for a reservation.

---

*Fergot, Niles, PREPARE TO SKI NOW, Sport Press, 1971.

LEVEL II

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM C

LEVEL II

Typewriting Competency Test

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 3-minute timed writings from straight copy.
- set up a business letter in appropriate form together with a carbon copy and an envelope.
- arrange and type a tabulation problem in attractive form.
- type a corrected copy of material containing proofreader's notations.

You will have 80 minutes to complete the test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO!

1. Directions

1 Use a 60-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space
4 Type line for line.

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12

As much as one may criticize or find fault with doing 11
homework, it must be admitted that from doing so comes learn- 23
ing of the subject being studied. With the knowledge of the 35
subject being studied come enjoyment and the desire to know 47
more. By and by, one begins to get a fairly good idea of 58
the type of subject one enjoys more than others. Next comes 70
the fixation of interest in an area for future study leading 82
to a career. 84

Because all people must work to earn a living--quickly 95
defined as food, shelter, clothing, and recreation--the en- 107
joyment of employment is important. As long as one must 118
work for a living, he might as well work in that field in 129
which he will be happiest lest the job become a bore. As a 141
rule, those who bring zest to their work and like to improve 153
their skills are the ones who advance in their chosen fields. 165

Whether one is to become an artist or a nuclear physi- 176
cist, he must come to the time when he will specialize and 188
devote his full quest for skill and knowledge. It takes a 200
great deal of search for excellence to develop into a great 212
scientist, mechanic, or painter. For those who do succeed, 224
rewards are great both in money and in the joys of achieve- 236
ment and recognition. 240

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12

2. DIRECTIONS: Assume you are a typist to Mr. Richard Freed; use today's date; supply all necessary details; type this letter with one carbon copy and prepare an envelope. (25)

Mr. Walter Martin, Principal, Mt. Hope High School, Wasco, NY 19023. Dear Mr. Martin: Green Mountain Community College will inaugurate in September a complete program in data processing and computer programming. The teaching staff for this program has been carefully selected to insure that those students enrolled will receive thorough instruction in this rapidly growing field. A copy of our brochure describing the courses to be offered is enclosed. Additional copies will be sent to you on request. Will you please apprise your guidance counselors of this program so that they will be in a position to advise any students who may be interested in preparing for a career in data processing. Your usual cooperation will be very much appreciated. Sincerely yours, Richard Freed, Publicity Director

3. DIRECTIONS: In attractive tabular form, arrange and type the following material on a full-sized sheet of paper. (25)

MAPLE HILL BASKETBALL SCHEDULE

Date	School	Time
November 24	Millville	7:30
December 12	Washington	8:00
January 5	Lakeland	7:45
February 13	Forrest City	3:15
February 27	Phoenix	7:00

4. DIRECTIONS: In attractive form, type the following material on a full-sized sheet of paper. Make all the corrections indicated. (30)

HAVE YOU CHOSEN A CAREER?

Have you considered a career in the data processing field? It is a field filled with great potentialities, if you are looking for rewarding financial success and future security. This field could hold an interesting future for you. Perhaps you have not been overly ambitious in school but have a good score on your college boards. Investigate some of the schools that specialize in data processing! "It is the now career for young people who wish to have excellent and financially rewarding positions in the growing industries."*

There is a shortage of qualified people for this field. A Community College will start you on the road to success with an Associate Degree; if you wish to do further studying, you can transfer to a four-year college.

One of the outstanding programs is at Green Mountain Community College. If you are interested in a career of this type, contact Mr. Russell Rose, Chairman, Data Processing Division, Green Mountain Community College, Poultney, New York.

---

*Anderson, Jack, "Exciting Careers", Data Processing Monthly, October, 1971, p. 102.

LEVEL III

TYPEWRITING COMPETENCY TEST

TEACHER COPY

LEVEL III

TYPEWRITING COMPETENCY TEST

To the Teacher:

The average student should be ready for Level III of the competency tests after about 30 weeks of instruction.

Behavioral Objectives:

I. Given 2 three-minute timed writings

II. Given an unarranged business letter of from 200 to 225 words

   a. To be typed in acceptable form
   b. To include a carbon copy
   c. To prepare an envelope

III. Given a one-page manuscript of approximately 200 words

   a. To be typed in acceptable style
   b. To include 2 superior numbers in the body, denoting 2 footnotes, one of which shall be more than 1 line in length

IV. Given a handwritten inter-office memorandum of approximately 125 words

   a. To be typed in acceptable style
   b. To include three lines of material to be set up in tabular form within the body of the memorandum

The student will be expected to complete exercises 2, 3, and 4 within a time allocation not to exceed 80 minutes. The timed writings may be given at a time convenient for the teacher.

General:

1. Erasing not permitted
2. A grade of at least 65% for the four exercises shall be considered passing

Rating Procedures:

1. Timed writing -- (15 credits) Use attached scale

2. Business Letter -- (25 credits)
   Carbon Copy -- (2 credits)
   Envelope -- (3 credits)

Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

3. Manuscript Page -- (25 credits)

Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

4. Inter-office Memorandum -- (30 credits)

Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

MARKING SCALE FOR 3-MINUTE TIMED WRITING

(LEVEL III)

		CREDIT										
		15	14	13	12	11	10	9	8	7	6	
WORDS PER MINUTE	39	2	3	4	5	6	7	8	9	10	11	ERRORS
	36	1	2	3	4	5	6	7	8	9	10	
	33	0	1	2	3	4	5	6	7	8	9	
	30		0	1	2	3	4	5	6	7	8	
	27			0	1	2	3	4	5	6	7	
	24				0	1	2	3	4	5	6	
	21					0	1	2	3	4	5	
	18						0	1	2	3	4	
	15							0	1	2	3	

LESS THAN 15 WPM AND MORE THAN 3 ERRORS -- NO CREDIT

LEVEL III

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM A

LEVEL III

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 3-minute timed writings from straight copy.
- set up an unarranged business letter in acceptable form together with a carbon copy and an envelope.
- type a page of manuscript including two footnotes.
- type from handwritten copy an inter-office memorandum, including 3 lines of display material.

You will be allowed 80 minutes to complete this test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

1. Directions

1 Use a 60-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space.
4 Type line for line. (15)

''''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11''''12

Most people enjoy walking. They also welcome the op- 11
portunity to see new things and new places. A carefully 22
planned walk makes it relatively easy to do with a rather 33
pleasant mixture. If a long walk in the city is planned, 44
with a street map of the area as a guide, the walk can be 55
enlightening and great fun. 61

Choose a weekday when there is no school but when busi- 72
ness is going on as usual. Plan your walk with a few 83
friends so you can share one another's experiences. A good 95
group size is six. Such a group is large enough so that 106
each person may be assigned to pay special attention to cer- 118
tain places of particular interest along the way. 128

One walker should be designated as the guide. He 138
should carry the street map on which the landmarks have been 150
noted. At the midpoint of the walk should be a park or pub- 162
lic building where all may rest before making the return 173
trip. Each person should be responsible for his snack, cam- 185
era, and other personal possessions. A pad and pencil will 197
also be needed to make notations. 204

''''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11''''12

2. DIRECTIONS: Assume you are typist for Mr. J. O. Miller, State Adviser of the Future Business Leaders of America. Use today's date; supply all necessary details; type this letter with one carbon copy, as it should appear when handed to Mr. Miller for his signature; prepare an envelope. (30)

Mrs. Julia Matthews, Chairman, Business Education Department, Pawlet High School, Pawlet, NY 17614 Dear Mrs. Matthews We are delighted to learn of your interest in the Future Business Leaders of America. It is a pleasure for us to enclose a complete charter packet for the fastest growing youth organization in our country, FBLA. We know that you, as a teacher in the vocational business program, will want to offer your students the many advantages of membership in the national youth organization designed especially for you and your students. We are confident that after reviewing the materials you will agree with the more than 4,800 teachers sponsoring chapters of FBLA in the Nation that this youth organization will best serve the needs of YOUR students. The state office is ready to assist you to establish an active FBLA chapter so that your students may be involved in the youth leadership "action plans" for this year. We look forward to receiving your completed application and to preparing a charter for a chapter of FBLA in Pawlet High School. Sincerely yours J.O. Miller, State Adviser

3. DIRECTIONS: In appropriate form, type a copy of the following manuscript page. (25)

MEMBERSHIP

Recruitment

The heart of any chapter of the Future Business Leaders of America is its members. The first requisite in a membership recruitment campaign is something to "sell"--an outstanding program of chapter projects and activities. With a carefully planned program encompassing the purposes of FBLA, there need be no hesitancy on the part of members in conducting an intensive membership recruitment campaign. The most intensive work in recruitment should be done at the beginning of the school year with an additional campaign conducted at the beginning of the second semester. Here are some techniques you can use in your local campaign.

Prepare a leaflet for the new business students to be distributed in the business classes or at an orientation party. The leaflet might include:

An explanation of the curriculum offered by the department of business education[1]

Reasons for choosing a career in business as compiled by Johnson[2]

A section of FBLA telling
- Why a business student should belong
- Where and when meetings are held
- What the chapter does at meetings
- Who the officers and members are

---

[1]See your local handbook

[2]Walter Johnson, "Your Career in Business," Grastorf Press, New York, NY, 1971.

4. DIRECTIONS: Using the form provided, type the following inter-office memorandum in acceptable style. (30)

To: Business Education Staff From: E. J. Kearns
Subject: FBLA Promotion Date: Use to-day's date

As part of our campaign to interest students in organizing a chapter of FBLA in our school, arrangements have been made for group conferences on Friday, November 6. Staff assignments are as follows:

Miss Benson	7:45 a.m.	EW-203
Miss Cholakis	2:00 p.m.	NW-168
Mr. Dresden	2:45 p.m.	WW-179

All materials, including a filmstrip presentation prepared by the national headquarters, are available in my office. I hope that each of you will plan to preview the materials so that you can do a convincing job of "selling" this vital program.

Assignments for other members of the staff will be made soon and will probably be scheduled during the week of November 12.

INTEROFFICE MEMORANDUM

TO: DATE:

FROM:

SUBJECT:

INTEROFFICE MEMORANDUM

TO:

DATE:

FROM:

SUBJECT:

LEVEL III

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM B

LEVEL III

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 3-minute timed writings from straight copy.
- set up an unarranged business letter in acceptable form together with a carbon copy and an envelope.
- type a page of manuscript including two footnotes.
- type from handwritten copy an inter-office memorandum, including 3 lines of display material.

You will be allowed 80 minutes to complete this test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

1. Directions

1 Use a 60-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space.
4 Begin typing about one inch from top of paper.
5 Type line for line. (15)

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12

In a recent poll, many students voted skiing their favorite sport. It is popular because it may be enjoyed either on water or snow, and it provides fun for all.

This sport is not confined to one season in New York State. Water skiing can be enjoyed in the summer and early fall, while snow skiing spans the months of late fall through early spring. Although the Finger Lakes and mountains of the State are considered to be a skier's paradise, the sport can be enjoyed in almost any locale.

Skiing is a strenuous and often dangerous sport; therefore, safety precautions should be observed at all times. Before you can become an advanced skier, you must acquire a great amount of skill and dexterity. With practice, your leg and arm muscles will become much stronger, and your ability to balance yourself will gradually improve.

Skiers like to talk about their experiences. The beginner often speaks of the many bumps and bruises he has received. He has numerous examples he can cite about how he ran into a tree because he could not turn when the trail did, or how a sudden wave appeared and threw him off balance. The skilled skier will talk at great length about his feeling of delight while he was traveling at high speeds down a steep mountain slope or skimming across the cool green of a fresh-water lake.

2. DIRECTIONS: Assume you are typist for Mr. Ben Peer, Manager of the Top Performance Auto Store. Use today's date; supply all necessary details; type this letter with one carbon copy, as it should appear when handed to Mr. Peer for his signature; prepare an envelope. (30)

Mr. Anthony Parrone 187 Marwood Drive Webster, NY 14580
Dear Mr. Parrone It is with pleasure that we announce the opening of our new branch Top Performance Auto Store. It is located at 1600 Ridge Road in the North View Shopping Plaza. In celebration of this gala event, all four of our branch stores, as well as our main downtown Automotive Center, are sponsoring sales of goods and services. Our own brand of Morelap tires will be sold at 30 to 50 percent off their regular prices. All 12-volt batteries will be reduced 10 percent. Electronic tune-up, including plugs, points, condenser, rotor and labor, will be $23.99 on all cars. We are enclosing a gift card worth one dollar with any purchase of five dollars or more that you make in our new North View Store within the next week. Won't you stop in to get acquainted and take advantage of our new store specials. We offer easy credit terms on all purchases and will accept charges on most bank credit cards.
Cordially yours Ben Peer District Manager

3. DIRECTIONS: In appropriate form, type a copy of the following manuscript page. (25)

CONSUMER INFORMATION ON MORELAP TIRES

Buying tires is an important event in your life because it is an investment in your safety and protection. Since the Morelap Tire Company believes in this principle, it has restricted itself to the manufacture of only three lines of tires. All are dependable and built for a specific purpose.

Tire Classifications

The Premium Tire is four-ply, designed to provide maximum wear under most driving conditions.

The First-Line Tire has a two-ply--four-ply rating and is a common type used on new cars. It is a durable line built to give good service under ordinary driving conditions.

The Second-Line Tire is two-ply, designed to give adequate service for moderate driving. It is Morelap's least expensive tire and is popular with city drivers.[1]

Proper care and careful driving add to the life and safety of your tires. If you would like to know more about care and construction of automobile tires, send for the free booklet, "Get the Most From Your Tires."[2]

---

[1]All three classifications come with either white or black walls.

[2]Edson Whitney, "Get the Most From Your Tires," Service Division, Morelap Tire Company, Akron, OH, 1971.

4. DIRECTIONS: Using the form provided, type the following inter-office memorandum in acceptable style. (30)

Date: Use to-day's date To: All Branch Managers
From: Ben Peer Subject: Price Change for Tires

All branch stores should have received the information and display materials needed for the North View Celebration Sale on goods and services.

Please make price changes on the Morelap Tires listed below:

Lion	650 X 13	$14.40
Tiger	700 X 13	15.00
Camel	775 X 14	16.80

This price reduction should appeal to a wide variety of car owners and will place you in a good position as far as competition is concerned.

Be sure to keep your racks well supplied with all sizes. Allow 12 hours for delivery on any stock coming from the central warehouse.

Top Performance Auto Stores
749 Ryckman Road
Rochester, NY 14616

To: Date:

From:

Subject:

Top Performance Auto Stores
749 Ryckman Road
Rochester, NY 14616

To: Date:

From:

Subject:

LEVEL III

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM C

LEVEL III

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 3-minute timed writings from straight copy.
- set up an unarranged business letter in acceptable form together with a carbon copy and an envelope.
- type a page of manuscript including two footnotes.
- type from handwritten copy an inter-office memorandum, including 3 lines of display material.

You will be allowed 80 minutes to complete this test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

1. Directions

1 Use a 60-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space
4 Type line for line.

''''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11'''12

As much as one may criticize or find fault with doing 11
homework, it must be admitted that from doing so comes learn- 23
ing of the subject being studied. With the knowledge of the 35
subject being studied come enjoyment and the desire to know 47
more. By and by, one begins to get a fairly good idea of 58
the type of subject one enjoys more than others. Next comes 70
the fixation of interest in an area for future study leading 82
to a career. 84

Because all people must work to earn a living--quickly 95
defined as food, shelter, clothing, and recreation--the en- 107
joyment of employment is important. As long as one must 118
work for a living, he might as well work in that field in 129
which he will be happiest lest the job become a bore. As a 141
rule, those who bring zest to their work and like to improve 153
their skills are the ones who advance in their chosen fields. 165

Whether one is to become an artist or a nuclear physi- 176
cist, he must come to the time when he will specialize and 188
devote his full quest for skill and knowledge. It takes a 200
great deal of search for excellence to develop into a great 212
scientist, mechanic, or painter. For those who do succeed, 224
rewards are great both in money and in the joys of achieve- 236
ment and recognition. 240

''''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11'''12

2. DIRECTIONS: Assume you are typist for Mr. John Marshall. Use today's date; supply all necessary details; type this letter with one carbon copy, as it should appear when handed to Mr. Marshall for his signature; prepare an envelope. (30)

Mr. Jack Curtis 20 Southern Road Maple Hill, NY 13804
Dear Jack Congratulations on being elected captain of your basketball team! I am glad to have the opportunity to answer your questions and tell you about our excellent program in data processing. Our courses in data processing lead to an associate degree under our two-year Business Technologies program. We give a proficiency examination to freshmen with accounting backgrounds to help determine whether or not they are eligible for advanced placement in Principles of Accounting II. This would allow more time in your schedule for additional courses in the data processing field. The first step is for you to fill out the enclosed blanks making formal application for admission to our college. Your application must be accompanied by a fee of $15 to cover the cost of processing and must be in my office by the end of next month. As you indicated you would need financial aid, I am enclosing information on our work study positions and a list of basketball awards. If you have any further questions, please feel free to write me. Sincerely yours John Marshall Registrar

3. DIRECTIONS: In appropriate form, type a copy of the following manuscript page. (25)

FINANCIAL AIDS

The college work study program is available to students who demonstrate financial need as defined by the Federal Government. Work assignments, limited to 15 hours a week, will vary within the college and include work in maintenance, laboratories and offices.[1] The prevailing wage for that area is paid to the students. If you are interested in applying for a work study position, an application may be obtained from Mr. Ralph Jones at the Financial Aid Office, B24, Administration building.

Basketball Awards

Robert White Award is given in memory of an outstanding athlete of the Class of 1963. It is given to the freshman student who meets all entrance requirements, has a financial need, and shows outstanding ability as a basketball player.

Zeroville Truck Sales Award is presented to the best all-around high school athlete meeting entrance requirements. The award is for $250 per semester.[2]

The County Award of $300 is given to the highest scoring senior basketball player from Morris County securing admission to this college.

---

[1]Peter Marks, "Financial Aids for College Students." Joslyn Publishing Company, Riverhead, TX, 1971.

[2]General Catalog, Placeville Community College, 1971.

4. DIRECTIONS: Using the form provided, type the following inter-office memorandum in acceptable style. (30)

To: Guidance Personnel From: Joseph Collins
Subject: New Courses Date: Use to-day's date

We have added three new courses in the data processing field under the Business Technologies program. These courses will be open to all students who are interested in this expanding field. The courses are:

BU 308	5013	Basic ADP
BU 310	5784	Programming
BU 342	5269	Systems

Course BU 308 is a beginning course for anyone who wishes to gain a general understanding of data processing.

BU 310 and BU 342 should be of special interest to those students who are majoring in the field of marketing research. These courses relate computer abilities to corresponding unit record operations, flow charting, etc.

GREEN MOUNTAIN COMMUNITY COLLEGE
POULTNEY, NY 05764

To: Date:

From:

Subject:

FORM C

GREEN MOUNTAIN COMMUNITY COLLEGE
POULTNEY, NY 05764

To: Date:

From:

Subject:

FORM C

LEVEL IV

TYPEWRITING COMPETENCY TEST

TEACHER COPY

LEVEL IV

TYPEWRITING COMPETENCY TEST

To the Teacher:

Level IV of the Typewriting Competency Test series is designed as a test for those students who have previously successfully completed Level III.

Behavioral Objectives:

1. Given two attempts at a five minute timed writing

2. Given a handwritten letter of approximately 150 words

    a. To be typed in acceptable form
    b. To include a carbon copy
    c. To include an envelope
    d. To include as an integral part of the letter a 3-column, 4-line table with short column headings

3. Given a 1½- to 2-page report

    a. To be typed in acceptable manuscript form
    b. To include seven proofreader's notations
    c. To include a section in outline form

4. Given a handwritten personal data sheet

    a. To be typed in acceptable form

The student will be expected to complete exercises 2, 3, and 4 with at least 65% accuracy within a time span not to exceed 80 minutes.

General:

1. The use of an eraser or some other correcting device should be permitted at this level.
2. Use the better of the two timed writings for scoring purposes.
3. The timed writings may be administered at a time convenient for the teacher.

Rating Procedures:

1. Timed writing -- (10 credits) Use attached scale

2. Business Letter -- (25 credits)
   Carbon Copy -- (2 credits)
   Envelope -- (3 credits)

Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

3. Report -- (40 credits)

Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

4. Personal Data Sheet -- (20 credits)

Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

MARKING SCALE FOR 5-MINUTE TIMED WRITING

(LEVEL IV)

WORDS MINUTE	CREDIT										ERRORS
	10	9	8	7	6	5	4	3	2	1	
48	1	2	3	4	5	6	7	8	9	10	
44	0	1	2	3	4	5	6	7	8	9	
40		0	1	2	3	4	5	6	7	8	
36			0	1	2	3	4	5	6	7	
32				0	1	2	3	4	5	6	
28					0	1	2	3	4	5	
24						0	1	2	3	4	
20							0	1	2	3	

LESS THAN 20 WORDS AND MORE THAN 3 ERRORS -- NO CREDIT

LEVEL IV

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM A

LEVEL IV

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 5-minute timed writings from straight copy.
- set up an unarranged handwritten letter, with a simple tabulation within the body of the letter; to prepare a carbon copy; to prepare an envelope.
- type in acceptable manuscript style a 1 1/2- to 2-page report having seven proofreader's notations and a section in outline form.
- type a Personal Data Sheet in acceptable form from handwritten notes.

You will be allowed 80 minutes to complete questions 2, 3, and 4.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

1. Directions

1. Use a 70-space writing line.
2. Set tabular stop for 5-space indentation.
3. Double space.
4. Begin typing about one inch from top of paper.
5. Type example line for line.
6. If you finish before time is called, start over again. (10)

	5-Stroke Words
Most people enjoy walking. They also welcome the opportunity to	13
see new things and new places. A carefully planned walk makes it	26
relatively easy to do both with a rather pleasant mixture. If a long	40
walk in the city is planned, with a street map of the area as a guide,	54
the walk can be enlightening and great fun.	63
Choose a weekday when there is no school but when business is	76
going on as usual. Plan your walk with a few friends so you can share	90
one another's experiences. A good group size is six. Such a group is	104
large enough so that each person may be assigned to pay special atten-	118
tion to certain places of particular interest along the way.	130
One walker should be designated as the guide. He should carry	143
the street map on which the landmarks have been noted. At the mid-	156
point of the walk should be a park or public building where all may	169
rest before making the return trip. Each person should be responsible	183
for his snack, camera, and other personal possessions. A pad and pen-	197
cil will also be needed to make notations.	205
If all persons are in good health, the walk should be planned for	218
about one hour to the resting point and one hour for the return. Some	232
of the points of interest that might be observed on such a tour could	246
be: historic sites, new buildings, libraries, hospitals, public	259
parks, museums, unusual businesses, and a dozen others.	270

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12'''13'''14

2. DIRECTIONS: Assume that you are a typist for Mr. Robert G. Fleig, State Adviser of the Future Business Leaders of America. Use today's date; supply all necessary details; type this letter with one carbon copy as it should appear when handed to Mr. Fleig for his signature; prepare an envelope. (30)

Miss Leona Glatz, Business Education Department, Belcher Central School, Belcher, NY 12837

Dear Miss Glatz We are very pleased to learn of your interest in FBLA and to know that you are considering organizing a chapter in your school. Belcher is located in District V. The following chart indicates the charter number, name of school, and location of the active chapters in that district:

No.	School	Location
763	Mexico Academy and Central School	Mexico
1002	East Syracuse - Minoa Central School	East Syracuse
5160	Chittenango Central School	Chittenango
5349	Oswego Free Academy	Oswego

Please feel free to contact any of these chapters if you have questions. State-wide activities include a fall planning meeting, a leadership development conference in the spring at a resort hotel, and a summertime week-long officer training session at Oswegatchie Camp in the Adirondacks. Local activities are usually centered around goodwill and fund-raising projects. We look forward to the opportunity of processing your application in the very near future. Cordially yours Robert G. Fleig, State Adviser

3. DIRECTIONS: Type the following material in acceptable manuscript style; make all corrections indicated. (40)

FBLA CONVENTION PLANNING

In order that you may be prepared completely for the forthcoming National Leadership Conference, the National Office of FBLA is embarking on a complete revision of its manual of instructions for contest participation.

As you can imagine, this undertaking is a real challange because we aim to make the finished product as complete as possible while keeping it easy to follow and understand.

Present plans call for the finished product to be in outline form following a format similar to that shown below:

CONTESTS

I. Type of activity

A. Group
1. From 3-6 persons
2. From 7-12 persons
a. Project method
b. Written presentation

B. Individual

II. Demonstration
A. Use of original materials
1. Pertinence

B. Oral presentation
1. Poise
2. Voice

The FBLA National Leadership Conference is open only to state delegates, chapter representatives, chapter members, advisers, and officially appointed chaperons. A chapter must be in good standing during the current school year to be entitled to participate in the Conference.

Preregistration forms for all members, advisers, and chaperons are enclosed in a package now on its way to you. These are to be mailed back to the national office as directed on each form. Complete instructions for registration procedure at the Deauville will be mailed to the individual participants as soon as registration forms and fees are received at the National Office.

Further details and registration forms will be mailed to you well before the deadline.

LEVEL IV
FORM A

4. DIRECTIONS: Type the following personal data sheet. (20)

PERSONAL DATA

Eloise Barnard (Miss) Age: 23 Date: (use to-day's)
106 Quaker Street Height: 5'2" Birthplace: Pawlet, Vt.
Euclid, New York 12875 Weight: 114 SS No.: 182-16-8347

Education:

Commercial graduate, Granville (NY) High School
a.a. Degree, Adirondack Community College
One year, Evening Division, Albany Business College

Experience:

Main Office Assistant during Junior and senior years in high school

Two years as stenographer with New York State Department of Audit and Control

Eighteen months as executive secretary, Law Offices of Burns and Haner, Troy, New York

References:

Mr. John B. Sloat
Suite 13A Twin Towers
99 Washington Avenue
Albany, NY 12210

Mr. Louis A. Burns
Burns and Haner
172 Congress Street
Troy, NY 12180

Mr Edward P. Dalton, Principal
Granville High School
Granville, NY 12832

LEVEL IV

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM B

BEST COPY AVAILABLE

LEVEL IV

TYPEWRITING COMPETENCY TEST

To the Student:

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 5-minute timed writings from straight copy.
- set up an unarranged handwritten letter, with a simple tabulation within the body of the letter; to prepare a carbon copy; to prepare an envelope.
- type an acceptable manuscript style a 1 1/2- to 2-page report having seven proofreader's notations and a section in outline form.
- type a Personal Data Sheet in acceptable form from handwritten notes.

You will be allowed 80 minutes to complete questions 2, 3, and 4.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

1. Directions
   1. Use a 70-space writing line.
   2. Set tabular stop for 5-space indentation.
   3. Double space.
   4. Begin typing about one inch from top of paper.
   5. Type example line for line.
   6. If you finish before time is called, start over again. (10)

	5-Stroke Words
In a recent poll, many students voted skiing their favorite	12
sport. It is popular because it may be enjoyed either on water or	25
snow, and it provides fun for all.	32
This sport is not confined to one season in New York State.	44
Water skiing can be enjoyed in the summer and early fall, while snow	58
skiing spans the months of late fall through early spring. Although	72
the Finger Lakes and mountains of the State are considered to be a	85
skier's paradise, the sport can be enjoyed in almost any locale.	98
Skiing is a strenuous and often dangerous sport; therefore,	110
safety precautions should be observed at all times. Before you can	123
become an advanced skier, you must acquire a great amount of skill	136
and dexterity. With practice, your leg and arm muscles will become	149
much stronger, and your ability to balance yourself will gradually	162
improve.	164
Skiers like to talk about their experiences. The beginner often	177
speaks of the many bumps and bruises he has received. He has numerous	191
examples he can cite about how he ran into a tree because he could not	205
turn when the trail did, or how a sudden wave appeared and threw him	219
off balance. The skilled skier will talk at great length about his	233
feeling of delight while he was traveling at high speeds down a steep	247
mountain slope or skimming across the cool green of a fresh-water	260
lake.	261

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12'''13'''14

2. DIRECTIONS: Assume that you are the typist for Mr. Peter DeYoung, Manager of Diamonds, Inc. Use today's date; supp all necessary details; type this letter with one carbon copy as it should appear when handed to Mr. DeYoung for his signature; prepare an envelope. (30)

Mr. Marcel Albert, 5768 National Boulevard, Rochester, NY 14616 Dear Mr. Albert Our goldsmith has advised us that the distinctively styled, 14K gold, Empress setting, which you and your fiancée chose, can be adapted to any of the four cuts of diamonds. Within the price range that you specified, the cut, carat weight, and price of each diamond are listed below:

Cut	Ct.	Price
Pear-Shape	.60	$250.00
Marquise	.63½	275.50
Round	.75	295.75
Emerald-cut	.85	350.95

Once you have made your choice, it will take ten days to shape the setting, set the diamond, and size the ring. Please stop in at your earliest convenience to finalize your selection. We are enclosing our pamphlet, Facts about Diamonds, which we hope you will find both interesting and informative. Cordially yours Peter DeYoung, Manager

3. DIRECTIONS: Type the following material in acceptable manuscript style; make all corrections indicated. (40)

Facts About Diamonds

Perhaps you have read the advertisement, "A diamond is forever." Diamonds, the hardest substance known to man, are common carbon like graphite in a lead pencil, but crystallized by nature under great heat and pressure. Unattractive in the rough, they can be cut and polished to a dazzling brilliance.

5 Diamonds, first mined in India about 600 B.C., were used in royal and religious decorations. Now they have become a fashionable possession, worn by both men and women over all the world. They are the recognized symbol of love and betrothal. Maximilian of Austria first gave a diamond engagement ring to Mary of Burgandy in 1477. Countless millions have followed his example.

The following outline may be helpful:

I. To purchase a diamond

- A. Ascertain the weight
  - 1. The unit of measure is the carat
  - 2. There are 100 points per carat
- B. Determine the color
  - 1. Engagement diamonds are usually white
  - 2. Rare diamonds have distinctive colors
    - a. The Hope diamond is blue
    - b. The Williamson diamond is pink
- C. Note the cut
  - 1. There are 5 common shapes
  - 2. Each cut has 58 facets
- D. Observe the clarity

II. To care for a diamond

A. Have your jeweler check the setting periodically
B. Clean it often
C. Insure it against loss

Since the value of a diamond is determined by characteristics which require appraisal and judgement, the advice of experts is invaluable in making a choices of a gem which will be a source of pride and pleasure for many generations.

4. DIRECTIONS: Type the following personal data sheet. (20)

PERSONAL DATA

Henri Lesieur
69 Lyons Plaza
New York, NY 10036

Age: 29
Height: 6'2"
Weight: 182

Date: Use today's
Birthplace: Paris, France
SS No.: 126-10-4929

Education:

Graduated from Northtown Community College
Grinaud's Academy of Metals
Continental Diamond Cutters School

Experience:

One year as Metal Art Designer with Grinaud's Academy and Catelle of Boston

Two years as goldsmith, repairman, and part-time salesman at Baldwin Gems in NYC

Two years as gem cutter and ring designer, and assistant buyer with Simpkins of Syracuse

References:

Mr. Antoine Henin, Manager
Catelle of Boston
292 Boylston Street
Boston, Massachusetts 02109

Mr. Roger Lefebvre
Art Department, Baldwin Gems
72 East 53rd Street
New York, New York 10022

Mr. Alain Mulnet, Manager
Josef Mulnet & Fils
1781 Sagamore Boulevard
Syracuse, New York 13201

LEVEL IV

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM C

LEVEL IV

TYPEWRITING COMPETENCY TEST

To the Student;

This test will measure your ability to make practical application of some of the typewriting tasks you have been studying.

In this test you will be asked to:

- type two 5-minute timed writings from straight copy.
- set up an unarranged handwritten letter, with a simple tabulation within the body of the letter; to prepare a carbon copy; to prepare an envelope.
- type in acceptable manuscript style a 1½- to 2-page report having seven proofreader's notations and a section in outline form.
- type a Personal Data Sheet in acceptable form from handwritten notes.

You will be allowed 80 minutes to complete questions 2, 3, and 4.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

1. Directions

1. Use a 70-space writing line.
2. Set tabular stop for 5-space indentation.
3. Double space.
4. Begin typing about one inch from top of paper.
5. Type example line for line.
6. If you finish before time is called, start over again. (10)

	5-Stroke Words
As much as one may criticize or find fault with doing homework,	13
it must be admitted that from doing so comes learning of the subject	27
being studied. With the knowledge of the subject being studied come	41
enjoyment and the desire to know more. By and by, one begins to get a	55
fairly good idea of the type of subject one enjoys more than others.	68
Next comes the fixation of interest in an area for future study lead-	82
ing to a career.	85
Because all people must work to earn a living--quickly defined as	99
food, shelter, clothing, and recreation--the enjoyment of employment	112
is important. As long as one must work for a living, he might as well	126
work in that field in which he will be happiest lest the job become	139
a bore. As a rule, those who bring zest to their work and like to	153
improve their skills are the ones who advance in their chosen fields.	167
Whether one is to become an artist or a nuclear physicist, he	180
must come to the time when he will specialize and devote his full	193
quest for skill and knowledge. It takes a great deal of search for	206
excellence to develop into a great scientist, mechanic, or painter.	219
For those who do succeed, rewards are great both in money and in the	233
joys of achievement and recognition.	250
Those who are well fixed for funds often use their money to visit	264
other countries to observe the extent of development in their chosen	278
fields of skill by foreign craftsmen in other countries of the world.	292

''''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11'''12'''13'''14

2. DIRECTIONS: Assume you are a typist for Mr. Richard Drake, Secretary, Chamber of Commerce. Use today's date; suppl all necessary details; type this letter with one carbon cop as it should appear when handed to Mr. Drake for his signature; prepare an envelope. (30)

Mrs. Andrew Mc Mullins, 143 Third Street, Portland, Vermont 12478 Dear Mrs. Mc Mullins We appreciate your reservation and check for exhibit space. There is a very nice corner location that would hold your cases of dolls and buttons. We suggest that you come to the school to inspect the space to see if the facilities are adequate. If you will phone Miss Phoebe Tray at 243-3711, she will arrange to meet you at the school at your convenience. She is assisting with arrangements until we are able to hire a professional show manager to take charge of the operations. We would appreciate your encouraging your friends in helping with this worthy cause. They may contact the following chairmen:

Exhibit	Chairman	Phone
Model Trains	George Silverman	234-8090
Model Cars	Blaine Joslyn	678-3241
Bottles	Brian Johnson	702-4305
Antique Glass	Virginia Jakweski	315-5648

Sincerely yours Richard Drake, Secretary

3. DIRECTIONS: Type the following material in acceptable manuscript style; make all corrections indicated. (40)

Sunny Trail Hobby Show and Sale

The Student-Faculty Association is sponsoring a Hobby Show and Sale for the benefit of the Children's Ward at the Sunny Trail Hospital.

The affair will take place on Saturday and Sunday, July 10-11, from 10 a.m. - 6 p.m. in the Sunny Trail High School gymnasium.

The booth space consisting of display tables, each four feet long and twenty-seven inches wide, will be rented at $25 per table. Money is also being raised by the selling of advertising space in the program and by soliciting a list of patrons.

At the Board of Directors' meeting of Student-Faculty Association on April 29 the following committee chairmen were elected:

I. General Chairman: Jack Marshall

   A. Assistant Chairman: Mary Butler
      1. Relief Assistant: Louise Ambrose, July 10
      2. Relief Assistant: Jack Webb, July 11

II. Exhibits Chairman: Russell M. Hart

   A. Assistant Chairman: Alice Fields
      1. Coin Exhibits: Luke Rhodes
         a. US Currency: John Winters
         b. Foreign Currency: Zack Ziegler
      2. Stamp Exhibits: Kenneth Nielsen
      3. Model Train Exhibits: George Silverman
      4. Model Car Exhibits: Blaine Joslyn
      5. Bottle Exhibits: Brian Johnson
      6. Antique Glass Exhibits: Virginia Jakweski

Refreshments will be available in the cafeteria during the hours of 10 a.m. - 4 p.m. A smorgasbord will be held from 5 p.m. - 7:30 p.m. both nights.

Tickets will be on sale at Reid's Drug Store and Smiths' Jewelry Store. These ~~sell~~ will for $2 for adults; $1 for students. Smorgasbord tickets will be $3.50. We expect to meet you at the SUNNY TRAIL HOBBY SHOW AND SALE, July 10 - 11!

4. DIRECTIONS: Type the following personal data sheet. (20)

PERSONAL DATA

John MacTighe
144 Vine Street
Rosebloom, NY 13450

age: 32
Height: 6'2"
Weight: 190

Date: (Use to-day's)
Birthplace: Rye, NY
SS No.: 134-09-8080

Education:

Commercial graduate, Sunny Trail High School
Rider College, degree in Business Administration
Graduate courses, Rutgers University, field of
Public Relations

Experience:

Reporter, monthly business news, FINANCE TODAY,
during last two years in college

Four years as Assistant Editor, COIN WORLD MAGAZINE

Three years as Location Manager for James Lette &
Associates, whose specialty is antique and hobby
shows in Eastern United States.

References: (by permission)

Mr. Curtis Brown, Vice-President
Finance Today
456 - 26th Avenue
New York, NY 10010

Mr. Alexander Shear, President
Coin World Magazine
Syracuse, NY 13805

Mr. James Lette, President
Lette & Associates
Racquette Lake, NJ 14509

LEVEL V

TYPEWRITING COMPETENCY TEST

TEACHER COPY

LEVEL V

TYPEWRITING COMPETENCY TEST

To the Teacher:

Level V of the Typewriting Competency Test series is designed as a diagnostic exercise for students in Office Practice I or Typewriting II.

Behavioral Objectives:

1. Given two attempts at a five-minute timed writing

2. Given a two-page, handwritten letter of from 275-300 words

    a. To include as an integral part of the letter a 4-column tabulation exercise consisting of 5 lines with at least one column heading wider than its column
    b. To prepare two carbon copies
    c. To prepare one legal envelope and one business-sized envelope
    d. To properly fold the original and one carbon for insertion into envelopes as directed
    e. To be typed in acceptable form supplying all necessary details

3. Given a Table of Contents, partially typed and partially handwritten, including a spread heading, Roman and Arabic Numerals, leaders, and approximately 30 line entries

    To be typed in prescribed form

4. Given information necessary for completing an invoice

    To type the information in the form provided

The student will be expected to complete the four exercises within a time period not to exceed 80 minutes with at least 65% accuracy.

General:

1. The use of an eraser or some other correcting device should be permitted.
2. Use the better of the two timed writings for scoring purposes.

Rating Procedures:

1. Timed writing -- (10 credits) Use attached scale

2. Business Letter -- (30 credits)
   Envelopes -- (6 credits)
   Carbon Copies -- (4 credits)

A. Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

3. Table of Contents -- (30 credits)

A. Use appropriate section of "Guide for Administering and Rating Regents Examinations in Business Subjects."

B. Omission of leaders --
-1 per line
maximum deduction, 5 credits

4. Invoice -- (20 credits)

A. Typewriting errors should be penalized according to section under Business Letters of the "Guide for Administering and Rating Regents Examinations in Business Subjects."

B. One credit should be deducted for each of the following:
   1. Failure to line up the number columns on the right side
   2. Failure to line up the word columns on the left side
   3. Failure to leave at least one blank space between the columns and the adjacent vertical lines
   4. Failure to place an item in the proper column. (Maximum deduction, five credits.)

C. If the word "total" is used, it must be indented and at least double spaced below the listed items; if the word "total" is not used, the extension column must be underscored to indicate the addition process. Penalize two credits for failure to observe this rule.

D. Deduct one credit for each item placed in a wrong column. Maximum deduction, five credits.

MARKING SCALE FOR 5-MINUTE TIMED WRITING

(LEVEL V)

	CREDIT										
	10	9	8	7	6	5	4	3	2	1	
60	0	1	2	3	4	5	6	7	8	9	
WORDS PER MINUTE 55		0	1	2	3	4	5	6	7	8	ERRORS
50			0	1	2	3	4	5	6	7	
45				0	1	2	3	4	5	6	
40					0	1	2	3	4	5	
35						0	1	2	3	4	
30							0	1	2	3	

LESS THAN 30 WPM -- NO CREDIT

LEVEL V

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM A

LEVEL V

TYPEWRITING COMPETENCY TEST

To the Student:

In this test you will be asked to:

- select the better copy of two 5-minute timed writings.
- type a two-page letter with two carbon copies, and one legal and one business sized envelope.
- type a table of contents using the outline form provided.
- complete an invoice form using the information given.

You will be allowed 80 minutes to complete this test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

General Directions -

Assume that you are employed as a typist to Mr. Robert G. Fleig, State Adviser of Future Business Leaders of America. Mr. Fleig is attending a Convention at Miami Beach, Florida and in his absence he has asked you to type the material that appears in problems 2, 3 and 4.

1. DIRECTIONS:

1 Use a 70-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space.
4 Type line for line.

'''''1'''''2'''''3'''''4'''''5'''''6'''''7'''''8'''''9'''10'''11'''12'''13'''14

Most people enjoy walking. They also welcome the opportunity to 13
see new things and new places. A carefully planned walk makes it 26
relatively easy to do both with a rather pleasant mixture. If a long 40
walk in the city is planned, with a street map of the area as a guide, 54
the walk can be enlightening and great fun. 62

Choose a weekday when there is no school but when business is 74
going on as usual. Plan your walk with a few friends so you can 87
share one another's experiences. A good group size is six. Such a 100
group is large enough so that each person may be assigned to pay spe- 114
cial attention to certain places of particular interest along the way. 129

One walker should be designated as the guide. He should carry 141
the street map on which the landmarks have been noted. At the mid- 154
point of the walk should be a park or public building where all may 167
rest before making the return trip. Each person should be responsible 181
for his snack, camera, and other personal possessions. A pad and pen- 195
cil will also be needed to make notations. 203

If all persons are in good health, the walk should be planned for 216
about one hour to the resting point and one hour for the return. Some 230
of the points of interest that might be observed on such a tour could 244
be: historic sites, new buildings, libraries, hospitals, public parks, 258
museums, unusual businesses, and a dozen others. 267

''''1'''''2'''''3'''''4'''''5'''''6'''''7'''''8'''''9'''10'''11'''12'''13'''14

2. Directions: For this problem you are to assume that you are employed as a typist to Mr. Robert G. Fleig, State Adviser of Future Business Leaders of America (FBLA). Mr. Fleig is attending a convention at Miami Beach, Florida. Type the following two-page letter in acceptable business form and make two carbon copies. Provide all necessary details. In Mr. Fleig's absence, you will sign the original for him and add your initials. Fold the letter and insert into a properly addressed legal size envelope. Fold one of the carbon copies (without signing) and mail it to your employer at the Sherbourne Hotel, Miami Beach, Florida 33140.

(Credit: Letter 30; envelopes 6; carbons 4)

Miss Nancy O'Reilly, Treasurer, Future Business Leaders of America 771 Britton Road Rochester, NY 14616 Dear Miss O'Reilly

One of your duties as State Treasurer of FBLA is the ordering of supplies. Whenever it is necessary for materials to be ordered, I will send you the pertinent information, and you will be expected to type the data on an official order blank and forward it to the supplier. I cannot emphasize too strongly the importance of absolute accuracy in completing the order blanks. You will notice that the order blanks are in quadruplicate. The white and yellow copies go to the supplier, the pink copy is to be retained in your files, and the green copy should be forwarded to this office. When the yellow copy (company acknowledgment) is returned by the supplier, it should be stapled to the pink copy in your file. You will notice that the forms are numbered sequentially, and it is important that we have a record of each form. Therefore,

2. (Continued)

if you should make an error when preparing a form, merely write the word "VOID" across the face of the form and file it in the proper sequence. In addition to the regular journals which you have already learned to handle, I would suggest that you keep a chronological record of each purchase in a form similar to that shown below:

Date of Purchase	Quantity	Description	Cost
3/1/73	500	Zipper Portfolios	$250.00
3/14/73	100	Delegate Ribbons	10.00
4/7/73	1	"Come to Order"	6.95
4/10/73	3	Wall Plaques	18.00
4/12/73	22	Trophies	132.00

May I suggest too that you arrange with your bank to furnish you a statement at the end of each month in order to expedite reconciliation. Please feel free to telephone me at any time you have a question; call collect -- Area Code 518: 474-4802. Sincerely yours Robert G. Fleig State Adviser

3. DIRECTIONS:

Type a copy of the following Table of Contents, continuing the style shown for Sections I and II. (30)

TABLE OF CONTENTS

SECTION		PAGE
I.	OFFICE HUMOR	
	A. Late for Work	3
	B. The Coffee Break	4
	C. The Boss and the Bossed	6
	D. Wages and Raises	7
	E. Committees and Conferences	8
II.	MANAGEMENT AND LABOR	
	A. Hiring and Firing	10
	B. Unions and Fringe Benefits	11
	C. Idlers and Eager Beavers.	14
III.	THE HAVES AND HAVE-NOTS	
	A. Bankers and Depositors	46
	B. Solvency and Bankruptcy	49
	C. Rich and Poor	51
IV.	ADMEN AND PROMOTERS	
	A. Wheelers and Dealers	59
	B. Advertisers and Publicizers	62
	C. Madison Avenue Shoptalk	65
V.	SALESMEN AND CUSTOMERS	
	A. Traveling Salesmen	67
	B. Retail Stores	68
	C. Salesmen-at-large	72
VI.	BUYERS	
	A. Bargains and Discounts	76
	B. Time Payments	78

4. DIRECTIONS:

Using the information below, complete the invoice form: (20)

Sold to: Mr. Robert G. Fleig
Bureau of Business Education
State Education Department
Albany, NY 12210

Terms: 2/10, n/30

Date: Use today's date

500 Zipper Portfolios, #M-147
PRICE: .50 AMOUNT: 250

500 2" x 3", .075G, Pin Back Badges w/blank inserts
PRICE: 4.80C AMOUNT: 24.00

100 Stock Delegate Ribbons
PRICE: .10 AMOUNT: 10.00
TOTAL: 284.00

COASTLINE CO., INC.

86 Fourth Avenue
New York, NY 10003

INVOICE

Sold To

Date

Terms

Quantity	Description	Unit Price	Amount

LEVEL V
BOX A

COASTLINE CO., INC.

86 Fourth Avenue
New York, NY 10003

INVOICE

Sold To

Date

Terms

Quantity	Description	Unit Price	Amount

LEVEL V
BOX A

LEVEL V

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM B

LEVEL V

TYPEWRITING COMPETENCY TEST

To the Student:

In this test you will be asked to:

- select the better copy of two 5-minute timed writings.
- type a two-page letter with two carbon copies, and one legal and one business sized envelope.
- type a table of contents using the outline form provided.
- complete an invoice form using the information given.

You will be allowed 80 minutes to complete this test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

General Directions -

Assume that you are employed as a typist to Mr. Arthur Tipton of the Publicity Department of Diamonds Incorporated. Mr. Tipton is attending a Convention in Miami Beach, Florida and in his absence he has asked you to type the material that appears in problems 2, 3, and 4.

1. DIRECTIONS:

1 Use a 70-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space.
4 Type line for line. (10)

''''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11'''12'''13'''14

In a recent poll, many students voted skiing their favorite sport. 13
It is popular because it may be enjoyed either on water or snow, and 26
it provides fun for all. 31

This sport is not confined to one season in New York State. 43
Water skiing can be enjoyed in the summer and early fall, while snow 56
skiing spans the months of late fall through early spring. Although 69
the Finger Lakes and mountains of the State are considered to be a 72
skier's paradise, the sport can be enjoyed in almost any locale. 84

Skiing is a strenuous and often dangerous sport; therefore, 96
safety precautions should be observed at all times. Before you can be- 110
come an advanced skier, you must acquire a great amount of skill and 123
dexterity. With practice, your leg and arm muscles will become much 136
stronger, and your ability to balance yourself will gradually improve. 150

Skiers like to talk about their experiences. The beginner often 163
speaks of the many bumps and bruises he has received. He has numerous 177
examples he can cite about how he ran into a tree because he could not 191
turn when the trail did, or how a sudden wave appeared and threw him 204
off balance. The skilled skier will talk at great length about his 219
feeling of delight while he was traveling at high speeds down a steep 237
mountain slope or skimming across the cool green of a fresh-water lake. 251

If you thrill to the sensation of being set free, want to be out- 264
doors as much as you can, enjoy having cool crisp air sweep across 277
your face and like to have the snow or water whisper to you as you 290
glide over it, then you will love skiing, no matter what time of the 303
year it is. 305

''''1''''2''''3''''4''''5''''6''''7''''8''''9'''10'''11'''12'''12'''14

2. Directions: Type the following two-page letter in acceptable business form with two carbon copies. Provide all necessary details. In the absence of your employer, sign the original for him and add your initials. Fold the letter and insert into a properly addressed legal size envelope. Fold one of the carbon copies (without signing) and mail it to your employer at the Sherbourne Hotel, Miami Beach, Florida 33140 (Credit: Letter 30; envelopes 6; carbons 4)

Miss Andrea Wildman 732 West Hall Talbot School of Retailing Dake, NY 14616 Dear Miss Wildman We were pleased to receive your letter expressing the interest of your Fashion Trends class in jewelry styles. We hope you will find the following answers to your questions helpful. The ancient custom of wearing jewelry in pierced ears is mentioned in the Bible: Rachel wore an earring, given to her by Jacob and made from a half-shekel. Ornaments for pierced ears have not always been considered fashionable, however. In the mid-eighteen hundreds they were looked upon as unattractive, but by the turn of the century they were gaining in favor. In recent years, the fashion has flourished. The latest issue of our professional magazine, we feel, would be an excellent resource for your class project. We will mail the table of contents for your review. If you would like a copy, please let us know. We have listed below the results of a recent survey of our customers. You will note that the results are broken into five age categories. The percent refers to the

2. (Continued)

number of earring customers buying earrings for pierced ears. Customer preference in materials and price range are also shown.

Age	Percent	Material	Dollar Range
6-13	unknown	gold	1-2
14-25	60	synthetics	2-5
26-35	30	silver	5-10
35-45	20	pearls	5-100
older women	5	precious stones	10-500

If you wish, we shall be glad to have a representative speak to your class on the latest trends in gem fashions. Please let us know if we may be of further assistance. Sincerely yours Arthur Tipton Publicity Department

3. DIRECTIONS:

Type a copy of the following Table of Contents, continuing the style shown for Sections I and II. (30)

TABLE OF CONTENTS

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4. DIRECTIONS:

Using the information below, complete the invoice form: (20)

Send to: Randolph Jewelers
98 Broad Street
Vernon, NY 13814

Terms: 2/15, n/30

Date: Use today's date

2 .50-ct. diamond stud earring set in 14K white gold with traditional mounting
PRICE: 88.00 AMOUNT: 176.00

3 14K gold, lion's head ring with two diamond eyes
PRICE: 235.00 AMOUNT: 705.00

1 Antique brooch with 10 diamonds. Approximately 2.40-ct. and eight real emeralds set in 14K yellow gold
PRICE: 475.00 AMOUNT: 475.00
TOTAL: 1356

DIAMONDS INCORPORATED

Jewelers and Dealers in Precious Gems

1 Crown Point Park

Rochester, NY 14610

INVOICE

Sold To

Date

Terms

Quantity	Description	Unit Price	Amount

Dial DIAMOND (342-6663) when you want fine jewelry.

LEVEL V
FORM B

DIAMONDS INCORPORATED

Jewelers and Dealers in Precious Gems

1 Crown Point Park

Rochester, NY 14160

INVOICE

Sold To

Date

Terms

Quantity	Description	Unit Price	Amount

Dial DIAMOND (342-6663) when you want fine jewelry.

LEVEL V
FORM B

LEVEL V

TYPEWRITING COMPETENCY TEST

STUDENT COPY

FORM C

LEVEL V

TYPEWRITING COMPETENCY TEST

To the Student:

In this test you will be asked to:

- select the better copy of two 5-minute timed writings.
- type a two-page letter with two carbon copies, and one legal and one business sized envelope.
- type a table of contents using the outline form provided.
- complete an invoice form using the information given.

You will be allowed 80 minutes to complete this test.

DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE INSTRUCTED TO DO SO.

General Directions -

Assume that you are employed as a typist to Mr. Michael Joestrom, Realtor. Mr. Joestrom is attending a convention at Miami Beach, Florida and in his absence he has asked you to type the material that appears in problems 2, 3 and 4.

1. DIRECTIONS:

1 Use a 70-space writing line.
2 Set tabular stop for 5-space indentation.
3 Double space.
4 Type line for line. (10)

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12'''13'''14

As much as one may criticize or find fault with doing homework, 12
it must be admitted that from doing so comes learning of the subject 25
being studied. With the knowledge of the subject being studied come 39
enjoyment and the desire to know more. By and by, one begins to get a 53
fairly good idea of the type of subject one enjoys more than others. 66
Next comes the fixation of interest in an area for future study lead- 80
ing to a career. 83

Because all people must work to earn a living--quickly defined as 96
food, shelter, clothing, and recreation--the enjoyment of employment 109
is important. As long as one must work for a living, he might as well 123
work in that field in which he will be happiest lest the job become 136
a bore. As a rule, those who bring zest to their work and like to 149
improve their skills are the ones who advance in their chosen fields. 162

Whether one is to become an artist or a nuclear physicist, he 174
must come to the time when he will specialize and devote his full 187
quest for skill and knowledge. It takes a great deal of search for 200
excellence to develop into a great scientist, mechanic, or painter. 213
For those who do succeed, rewards are great both in money and in the 227
joys of achievement and recognition. 234

Those who are well fixed for funds often use their money to visit 247
other countries to observe the extent of development in their chosen 260
fields of skill by foreign craftsmen in other countries of the world. 273

'''1'''2'''3'''4'''5'''6'''7'''8'''9'''10'''11'''12'''13'''14

2. Directions: For this problems you are to assume that you are employed as a typist to Mr. Michael Joestrom, Realtor. Mr. Joestrom is attending a convention at Miami Beach, Florida. Type the following two-page letter in acceptable business form and make two carbon copies. Provide all necessary details. In Mr. Joestrom's absence, you will sign the original for him and add your initials. Fold the letter and insert into a properly addressed legal size envelope. Fold one of the carbon copies (without signing) and mail it to your employer at the Sherbourne Hotel, Miami Beach, Florida 33140.

(Credit: Letter 30; envelopes 6; carbons 4)

Mr. John MacTighe 147 Vine Street
Ripplewood, NY 13450 Dear Mr. MacTighe
Welcome to Center Village! We feel that our town has many advantages to offer a growing family like yours. For our sports-minded families we have an Olympic-sized community swimming pool that provides year-round enjoyment. The Center Village Municipal Golf Course has eighteen very challenging holes. Height's Peak with its well-known skiing facilities is only fifteen miles away. The John F. Kennedy Library has 12,000 up-to-date volumes on a wide variety of subjects. Our librarians are very helpful in researching materials and have ready access to the State Library in Albany. The school system of Center Village has been cited by the State Education Department for its innovative programs. In response to your request, I am listing below several homes for sale within walking distance of the high school.

2. (Continued)

Style	Rooms	Size of Lot	Price
Colonial	8	100 X 200	$29,900
Bi-Level	9	108 X 150	30,200
Ranch	11	120 X 220	45,500
Cottage	7	110 X 162	31,750
Split Level	12	140 X 300	63,800

I will telephone you next Monday to see what your plans are in regard to coming to Center Village and to determine when I may have the pleasure of showing you these homes. We have three shopping centers and many specialty shops. Two large cities are within an hour's driving time from Center Village. A map of Center Village and the surrounding area is in the mail. If there is anything that I or my staff can do, please call us at 456-7751. Sincerely yours
Michael Joestrom, Realtor

3. DIRECTIONS:

Type a copy of the following Table of Contents, continuing the style shown for Sections I and II. (30)

TABLE OF CONTENTS

Part

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B. Drop Class. 3
C. Early Dismissal for Athletics 4
D. Library 5
E. Room to Room Permission 6
F. Tardiness 7
G. Trip Permission 8
H. Work Permission 10

II. RULES GOVERNING

A. Assemblies 12
B. Athletic Games 13
C. Evacuation Drills 14
D. Pep Sessions 15
E. Fire Drills 17
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G. Suspensions 20

III. MARKING REGULATIONS

A. Attendance -- makeups 22
B. Mid-quarter warnings 24
C. Marking Symbols 25
D. Report Cards 26

4. DIRECTIONS:

Using the information below, complete the invoice form: (20)

Sold to: Mr. John McTighe, 147 Vine Street, Ripplewood, NY 13450

Terms: 2/15, n/30

Date: Use today's date

24 Casement window adjusters -- #3702 AF, left hand
PRICE: 6.00 AMOUNT: 144.00

12 Mortise door bolts, 2½ in., dull brass
PRICE: 2.25 AMOUNT: 27.00

12 sets # G14738 Stationary plate casters, plate size 2½ in. x 3 3/4 in., rubber wheels
PRICE: 3.15 AMOUNT: 37.80
TOTAL: 208.80

APEX BUILDING SUPPLIES, INC.

106 Westgate

Leicester, MA 02001

INVOICE

Sold To

Date

Terms

Quantity	Description	Unit Price	Amount

LEVEL V
FORM C

APEX BUILDING SUPPLIES, INC.

106 Westgate
Leicester, MA 02081

INVOICE

Sold To

Date

Terms

Quantity	Description	Unit Price	Amount

LEVEL V
FORM C